

**Microsoft PowerPoint 2010, Project 5**

**Project Overview**

In this project, students will format a Microsoft® PowerPoint® 2010 presentation for impact.

**Project Goals**

The goal of this project is to help students learn to format a PowerPoint 2010 presentation for impact. Students will learn to modify slides, format text, modify objects, and properly proof the presentation.

**Institution type:**

High School

**Skills covered**

After successfully completing this project, students will be able to:

* Select and deselect objects
* Add text to slides
* Adjust text objects
* Format text
* Change text alignment and spacing
* Move a text object
* Find and replace text and fonts
* Correct text while typing
* Check spelling
* Use the Research Task Pane



**Student Assignment:**

The Foskey High School Beta Club requires each new member to demonstrate their knowledge of the local community. You decide to create a presentation about annual community events that are open to the public. After creating a basic presentation, you decide make some edits before delivering the presentation to the group.

Open the Project5\_studentdatapresentation and complete the following:

1. Change the text on the final slide to read: Enjoy Foskey, Texas Every Day! Center align text and the placeholder.
2. Change the title text on slide one to be font size 40 and resize the placeholder to accommodate the title.
3. Change the line spacing for the bulleted items on slides 2-5 to be 1.5.
4. Change the font on the last slide to be Arial Rounded MT Black, size 32.
5. Check the spelling for the entire presentation.
6. Save the presentation as Project5\_complete in the Microsoft® PowerPoint® 2010 folder on your storage device.
7. Close PowerPoint 2010.